

## Permit Reform Advisory Committee

### Meeting Minutes

Friday, January 26, 2018

Location: City Hall Conference room 12

Committee Members: Tiki-Jon Archambeau, Celia Daly, Steve Lipkin, Steve Offenhartz , Bob Duncan , Jeremy O’Neill (absent) , Bruce Baker (absent)

Staff Present: Beth Anderson, Norm Baldwin, David White, Bill Ward, Kimberlee Sturtevant, Pat Schmitz, Chapin Spencer (absent)

Meeting called to order 12:05 p.m.

Motion to approve agenda - approved

Motion to approve minutes from December 4, 2017, approved

### **Public comments**

None

### **Discussion**

Streamlining Permits – Norm Baldwin – permits are being reviewed to determine priorities, whether a life safety issue, high priority, non-life safety, lower priority.

Some examples of low priorities being discussed, Electrical – bathroom fan replacement, switches, receptacle replacements, non-structure fences, siding and roof replacement in kind, non-egress windows replacement in kind. Will review with board when list is solidified. Will require some type of formal sanction from City Attorney, possible the State.

Self-Certification possible from licensed professional doing the work, discussion will be on what determines the criteria for self-certification.

NA determination – Planning & Zoning issue a N/A permit written determination, in 2008 formalized the issuance of a “Green” permit when requested. This is not a requirement, but over time it has been perceived from the public that it is required. This is voluntary, but it does open an appeal period, approximately 4 out of 3,500 issued has been appealed.

Norm Baldwin presented that Chapter 25 Plumbing Code has been adopted by City Council, ISD now has inspection permit appointments that can be scheduled from DPW website. ISD is also working in conjunction with Burlington Electric on a joint presentation regarding solar installation to be scheduled in early February.

Topics for next meeting:

- Structure to deal with future topics

Next meeting scheduled for Wednesday, February 21, 2018 at noon, City Hall conference room 12.

Meeting adjourned 1:00 pm